

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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31-07

1. Application Date <b>July 20, 1972</b>		<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		<b>FOR RECORDS MANAGEMENT DIVISION USE</b> Date Received: <b>JUL 25 1972</b> Application No.: <b>211</b> Date Completed: <b>JUL 26 1972</b>	
2. Agency Application No. <b>72-05</b>		3. AGENCY, Division, Subdivision & Administering Office Address <b>Food Distribution Service Division of Administrative Services State Department of Education, Room 215 Education Annex, Atlanta, Georgia 30334</b>		4. Person to Contact <b>Mr. Maurice Thompson</b>	
		5. Working Title <b>Chief Consultant</b>		6. Tel. No. <b>656-2469</b>	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series <b>Fy 67 to present</b>		9. Exact Series Title <b>Food Distribution Files</b>			
10. What is the function of the office in which this record series is created? These files are accumulated in connection with the planning, ordering, and directing of shipments of food into Georgia in accordance with the U. S. Department of Agriculture regulations. Records must be maintained with respect to the receipt, disposal, and inventory of commodities including the determination as to liability, and the results obtained from the pursuit of claims arising in favor of the distributing agency. Records shall also be maintained with respect to the receipt and disbursement of funds arising from operation of the program.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).  This series consists of Notice of Allocation and Sub-Distributing Agency's Report, Form FD-77-A-1 (Section 32) and Form FD-77-B-1 (Section 6); Consignee's Distribution Report, Form FD-44-; Food Requisition, Forms FNS-52; Notice of Allocation and Recipient Agency's Report, Form FD-78; Record of Transfer, Form FD-30B; Record of Transfer, Form FD-30; Record of Transfer of USDA Foods to Institutions, Form FD-79; and Monthly Report of Donated Food Distribution, Form FD-33. These files are arranged alphabetically by commodities.					
12. ATTACH SAMPLES OF THE FILE					
EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				20 30	
Legal-size File Drawers		40	60	Floor Space Occupied (Square Feet)	
				70 60	
				This Year's Last Year's Preceding Year's All Prior Years	
				75 35 0 0	
				AVERAGE DAILY REFERENCES	

**QUESTIONNAIRE** Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [x] ☐ [ ]
15. Is the information contained in this series ever summarized or published? ☒ [x] ☐ [ ]  
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [ ] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [x]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [x]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [x] ☐ [ ]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [x]

24. **REQUIREMENTS.** The following requires the files to be kept 3 years:

a. ☐ [ ] STATE LAW    b. ☐ [ ] STATUTE OF LIMITATION    c. ☐ [ ] AUDIT PERIOD    d. ☐ [ ] FEDERAL LAW    e. ☒ [x] ADMINISTRATIVE DECISION    f. ☐ [ ] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

**General Regulations and Policies - Commodity Distribution Title 7 - Agriculture, Chapter II, Subchapter B, Part 250.6(q).**

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☐ [ ] CALENDAR YEAR ☒ [x] FISCAL YEAR ☐ [ ] OTHER \_\_\_\_\_, then:

☒ [x] Hold in the current files area \_\_\_\_\_ month(s)/ 1 year(s):

☒ [x] Transfer to ☐ [ ] State Records Center ☒ [x] Local Holding Area; hold 2 year(s):

☒ [x] Destroy. \_\_\_\_\_

☐ [ ] Transfer to State Archives for permanent retention. \_\_\_\_\_

☐ [ ] Destroy immediately after cut-off. \_\_\_\_\_

☐ [ ] Other: (Specify) \_\_\_\_\_

(Indicate briefly rationale for recommendations above/or write additional remarks):

U. S. Department of Agriculture, Food and Nutrition Service, requires records concerning the Distribution of Food to be retained for a period of three (3) years.

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
<i>Richard P. Heimerich</i>		<i>July 21, 1972</i>	<i>Jack O. King</i>		<i>JUL 20 1972</i>
26. Recommendations in paragraph 25 are:		Agency Head/Designee	<i>William M. King</i>		<i>7-25-72</i>
		<input type="checkbox"/> [ ] Approved <input type="checkbox"/> [ ] Disapproved			
		State Auditor/Designee	<i>Carroll King</i>		<i>7-24-72</i>
		<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved			
		Secretary of State/Designee	<i>M. Shell</i>		<i>7-26-72</i>
		<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved			
		Attorney General/Designee			
		<input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [ ] Disapproved			

STATE RECORDS  
COMMITTEE